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ABSTRACT

This document, which is designed for use in developing a tech prep competency profile for the occupation of registered nurse (with an associate degree), lists technical competencies and competency builders for 19 units pertinent to the health technologies cluster in general and 5 units specific to the occupation of registered nurse. The following skill areas are covered in the general units: employability; professionalism; teamwork; computer literacy; documentation; infection control and risk management; medical terminology; anatomy, physiology, and pathology; medical law and ethics; psychology of stress; psychology of human relations; first aid and medical emergencies; general administrative duties; vital signs; nutrition; basic pharmacology; patient education; examinations; and laboratory tests and diagnostic procedures. The 5 units specific to the occupation of registered nurse list a total of 42 competencies in the following areas: nursing process (perform patient physical assessment, collect patient data, formulate nursing diagnoses, administer laboratory management skills, formulate/implement plans of patient-centered care); nursing communication (interview and educate patients, demonstrate research strategies and evaluation/management procedures); clinical procedures (perform invasive and noninvasive procedures); advanced nursing concepts (respond to special physical and emotional needs of patients with selected disorders); and medication use. (MN)

ED 387 687

TECH PREP

"GET SERIOUS . . . ABOUT SUCCESS"

CE 070 091

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Registered Nurse (Associate Degree)

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

CENTER ON EDUCATION AND TRAINING FOR EMPLOYMENT
COLLEGE OF EDUCATION
THE OHIO STATE UNIVERSITY

Registered Nurse (Associate Degree)

NOTE: Each TCP should respond to labor market demands in your area. Therefore, the following pages should be examined before being selected for use in TCP Part I (See "The TCP Process" Tab). For example, some units may not apply to your situation, nor might all the competencies within each unit be appropriate. Also, note that several units appear within each of the twelve occupations in this binder. Those "common" units should only appear once in the draft competency list for TCP Part I if you are compiling several occupations in a cluster format (See "TCP Matrix" Tab).

Units to Consider:	Page
Employability Skills	RNA-3
Professionalism	RNA-8
Teamwork	RNA-12
Computer Literacy	RNA-14
Documentation	RNA-15
Infection Control and Risk Management	RNA-16
Medical Terminology	RNA-23
Anatomy, Physiology, and Pathology	RNA-23
Medical Law and Ethics	RNA-31
Psychology of Stress	RNA-33
Psychology of Human Relations	RNA-35
First Aid and Medical Emergencies	RNA-38
General Administrative Duties	RNA-40
Vital Signs	RNA-46
Nutrition	RNA-49
Basic Pharmacology	RNA-51
Patient Education	RNA-53
Examinations	RNA-55
Laboratory Tests and Diagnostic Procedures	RNA-60
Nursing Process	RNA-66
Nursing Communication	RNA-71
Nursing Clinical Procedures	RNA-76
Advanced Nursing Concepts	RNA-81
Medication Use	RNA-84

DON'T FORGET TO INSERT YOUR ACADEMIC COMPETENCIES HERE

Communications Literacy, Mathematics Literacy, Science Literacy, and Technology Literacy have been removed so that you may insert your own academic lists here.

COMMUNICATIONS LITERACY

(e.g., Reading, Writing, Speaking, and Listening)

MATHEMATICS LITERACY

(e.g., Algebra, Geometry, Trigonometry, Calculus)

SCIENCE LITERACY

(e.g., Physical Science, Environmental Science, Agriscience, Biology, Chemistry, Physics, Anatomy & Physiology)

TECHNOLOGY LITERACY

(i.e., the impact of technology on humans and their home, work, and play environments)

Unit: Employability Skills

Competency: Develop a career plan

Competency Builders:

Identify current interests and aptitudes
Identify common barriers to employment
Describe strategies to overcome employment barriers
Locate resources for finding employment
Research job trends
Identify career options
Identify advantages and disadvantages of career options (in addition to other than monetary)
Identify job requirements
Investigate education/training opportunities
Evaluate personal strengths and weaknesses

Competency: Prepare for employment

Competency Builders:

Identify traditional and non-traditional employment sources
Identify present and future employment opportunities (by geographic location)
Research job opportunities, including non-traditional careers
Compare salary ranges and benefit packages
Compile occupational profile
Identify rights and responsibilities of equal employment opportunity laws
Design resume and cover letter
Target resume
Secure references
Investigate generic and specific employment tests (e.g., civil service exam; drug screening)
Use follow-up techniques to enhance employment potential
Demonstrate legible written communication skills using correct grammar, spelling, punctuation, and concise wording
Describe methods for handling illegal questions on job application forms and during interviews
Write letter of application
Research prospective employer and services performed
Explain critical importance of personal appearance, hygiene, and demeanor
Interpret job description
Demonstrate appropriate interview question and answer techniques
Demonstrate methods for handling difficult interview questions
Evaluate job offers
Write letter of acceptance
Write letter of declination
Demonstrate good listening skills
Ask for the job tactfully
Participate in extracurricular activities (e.g., student government, community projects,)

Competency: Evaluate the importance of self-esteem as an employability skill

Competency Builders:

Identify factors that affect self-esteem
Compare effects of low self-esteem and high self-esteem
Identify strategies to promote positive self-esteem

Competency: Demonstrate job retention skills

Competency Builders:

Identify employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
Exhibit appropriate work habits and attitude
Demonstrate ability to set priorities
Identify behaviors to establish successful working relationships
Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age
Identify opportunities for advancement
List reasons for termination
List consequences of being absent frequently from job
List consequences of frequently arriving late for work
Demonstrate interpersonal relations skills (i.e., verbal and written)
Demonstrate negotiation skills
Demonstrate teamwork
Follow chain-of-command
Exhibit appropriate job dedication

Competency: Demonstrate knowledge of work ethic

Competency Builders:

Define work ethic
Identify factors that influence work ethic
Differentiate law and ethics
Describe how personal values are reflected in work ethic
Describe how interactions in the workplace affect personal work ethic
Describe how life changes affect personal work ethic

Competency: Exhibit appropriate work ethic

Competency Builders:

Use time-management techniques
Avoid personal activity during work hours
Attend work as scheduled
Adhere to company and/or governmental policies, procedures, rules, and regulations
Exercise confidentiality
Demonstrate appropriate human relations skills
Adhere to rules of conduct
Accept constructive criticism
Offer constructive criticism
Take pride in work
Resolve conflict
Manage stress
Avoid sexual connotations and harassment
Adjust to changes in the workplace
Demonstrate punctuality
Assume responsibility for personal decisions and actions
Take responsibility for assignments
Follow chain-of-command

Competency: Apply decision-making techniques

Competency Builders:

Identify decision to be made
Identify ownership of decision to be made
Identify possible alternatives and their consequences
Make decisions based on facts, legality, ethics, goals, and/or culture
Apply time factor(s)
Present decision to be implemented
Evaluate decision made
Take responsibility for decision

Competency: Apply problem-solving techniques

Competency Builders:

Identify problem
Select appropriate problem solving tools/techniques
Identify root problem cause(s)
Track root problem cause(s)
Identify possible solutions and their consequences (e.g., long term, short term, crisis)
Use resources to explore possible solutions to problem
Contrast advantages and disadvantages of each solution
Identify appropriate action
Evaluate results
Identify post-preventive action

Competency: Exhibit characteristics for job advancement

Competency Builders:

Display positive attitude
Demonstrate knowledge of position
Perform quality work
Adapt to changing situations and technology
Demonstrate capability/responsibility for different positions
Identify characteristics of effective leaders
Identify opportunities for leadership in work place/community
Demonstrate initiative to affect change in workplace
Participate in continuing education/training program
Responds appropriately to criticism from employer, supervisor, or other employees
Exhibit awareness of corporate culture
Prepare for job setbacks
Exhibit continual growth based on performance evaluation
Set realistic goals

Unit: Professionalism

Competency: Project professional image

Competency Builders:

Define professionalism
Exhibit professional appearance
Exhibit professional manners
Project professional attitude
Identify individuals' vital role in organization
Exhibit proper etiquette in professionally-related situations

Competency: Achieve individual and professional goals

Competency Builders:

Set flexible, realistic, and measurable goals
Identify potential barriers to achieving goals
Identify strategies for addressing barriers to goal achievement
Breakdown long-term goals into short-term goals
Prioritize goals
Commit to goals
Adjust goals
Obtain support for goals
Reward goal achievement

Competency: Manage personal finances

Competency Builders:

Explain need for personal management records
Balance checkbook
Identify tax obligations
Analyze how credit affects financial security
Compare types and methods of investments
Compare types and methods of borrowing
Compare types and methods of insurance
Compare types of retirement options/plans
Identify discriminatory vs. non-discriminatory expenditures

Competency: Support community well-being

Competency Builders:

Identify environmental, educational, and social issues
Participate in social and/or community activities

Competency: Achieve organizational goals

Competency Builders:

Evaluate personal goals in relation to organizational goals
Monitor progress by evaluating feedback
List responsibilities in relation to organization goals
Accomplish assigned tasks
Exercise responsibility in relation to organizational goals
Set appropriate personal performance standards
Communicate goals with supervisor and peers
Demonstrate knowledge of products and services
Promote organizational image and mission

Competency: Demonstrate positive relations in the workplace

Competency Builders:

Identify personality types of self and other
Identify various management styles
Support employer expectations
Support employer decisions
Accept constructive criticism
Give constructive feedback
Adapt to changes in workplace
List factors to consider before resigning
Write letter of resignation

Competency: Manage stressful situations

Competency Builders:

Accept stress as part of daily life
Identify personal and professional factors contributing to stress
Describe physical and emotional responses to stress
Evaluate positive and negative effects of stress on productivity
Identify strategies for reducing stress
Implement strategies to manage stress
Create strategies for developing and maintaining support systems

Competency: Analyze effects of family on work and work on family

Competency Builders:

Identify how family values, goals, and priorities are reflected in work place
Identify responsibilities and rewards associated with paid and non-paid work
Identify responsibilities and rewards associated with families
Explain how family responsibilities can conflict with work
Explain how work can conflict with family responsibilities
Explain how work-related stress can affect families
Explain how family-related stress can affect work
Identify family support systems and resources
Identify work-related support systems and resources
Communicate with family regarding work

Competency: Apply lifelong learning skills

Competency Builders:

Define lifelong learning
Identify factors that cause need for lifelong learning
Analyze effects of change
Identify reasons why goals change
Describe importance of flexibility and adaptability
Evaluate need for continuing education/training

Competency: Manage professional development

Competency Builders:

Identify career opportunities
Modify career plan
Participate in continuing education/training opportunities
Document continuing education/training
Read profession-related manuals, technical journals, and periodicals
Attend meetings, workshops, seminars, conferences, and demonstrations
Participate in professional organizations
Build personal/professional mentor relationship
Build personal/professional support system
Build professional network
Strengthen communication skills
Strengthen leadership skills
Strengthen management skills

Unit: Teamwork

Competency: Demonstrate knowledge of teamwork

Competency Builders:

Define empowerment
Differentiate work groups and teams
Identify conditions essential to teamwork (e.g., brainstorming)
Explain influence of culture (e.g., corporate, community) on teamwork
Identify appropriate situations for using teams
Define team structures (e.g., cross functional, quality improvement, task force, quality circles)
Identify team building concepts
Describe characteristics and dynamics of teams
Identify characteristics of effective team leaders and members
Identify responsibilities of a valuable team member
Identify methods of involving each member of a team
Explain how individuals from various backgrounds contribute to work-related situations (e.g., technical training, cultural heritage)
Explain the purpose of facilitators
Define consensus
Define reward/recognition system

Competency: Demonstrate teamwork

Competency Builders:

Identify purpose of team and intended goal (include time frames)
Structure team around purpose
Define responsibilities of team members
Contribute to efficiency and success of team
Work toward individual and team milestones
Analyze results of team project
Facilitate a team meeting
Assist team member(s) with problem
Monitor time frame
Stress continuous improvement
Accept failure as part of learning

Competency: Use teamwork to solve problems

Competency Builders:

Identify appropriate situations for using teams
Use problem-solving process in a team setting
Identify quality management processes/techniques
Identify quality assurance processes/techniques
Prepare presentation

Competency: Conduct team meetings

Competency Builders:

Plan agenda
Schedule meeting and location
Invite appropriate personnel
Solicit outside speakers as needed
Assign someone to take minutes
Facilitate introductions
Invite questions and comments and group participation
Focus team on agenda items
Assign appropriate action, time frame and accountability to tasks
Monitor time
Close meeting on time
Publish minutes in timely manner
Set ground rules
Avoid placing individual agendas above the group's agenda

Unit: Computer Literacy

Competency: Describe personal computer operations

Competency Builders:

Explain how data is stored in main computer memory
Explain how computer system executes program instruction
Explain computer storage capacity
Explain how data is represented
Describe data storage techniques
Identify types of memory

Competency: Operate computer hardware

Competency Builders:

Practice proper media handling techniques
Identify hardware and its use
Use hardware (e.g., mouse, modems, touch screen, printers, digitizers, scanners)
Keyboard efficiently
Demonstrate basic care of hardware
Explain need for and application of security levels/procedures

Competency: Use software

Competency Builders:

Define software types and functions
Perform functions necessary to operate software
List advantages and disadvantages of integrated and dedicated software
Operate system software
Demonstrate basic use of spreadsheets
Demonstrate word processing skills
Demonstrate basic use of databases
Demonstrate system commands
Apply security levels/procedures while handling sensitive data

Unit: Documentation

Competency: Demonstrate proficiency in technical documentation

Competency Builders:

Record data
Maintain test logs
Compile cumulative reference notebook/record

Competency: Demonstrate proficiency in technical report writing

Competency Builders:

Write out procedures
Design charts and graphs
Outline reports
Write reports
Present resports
Complete equipment failure reports
Compose technical letters and memoranda
Write formal reports
Demonstrate ability to use cross reference/technical manuals

Unit: Infection Control and Risk Management

Competency: Comply with local, state, and federal regulations

Competency Builders:

Explain state and federal governmental roles in universal precautions as outlined by the Centers for Disease control (CDC)
Comply with Occupational Safety and Health Administration (OSHA) regulations
Explain purpose of Material Safety Data Sheets (MSDS)
Comply with Environmental Protection Agency (EPA) regulations
Report communicable diseases to local health authorities
Use precautions to prevent contamination
Demonstrate use of fire and safety equipment
Correct safety hazards
Write incident reports for accidents or safety infractions

Competency: Comply with environmental safety standards, accident prevention methods, and disaster plans

Competency Builders:

Observe environmental safety rules of facility
Identify potential hazardous situations
Explain universal precautions to transmission of infectious diseases (e.g., HIV/AIDS, hepatitis)
Identify fire prevention methods, fire control, fire alarm systems, and fire reporting procedures
Demonstrate use of fire extinguisher
Identify facility disaster plan
Demonstrate safety precautions for using equipment
Demonstrate safety precautions for using liquids and poisonous substances
Conduct safety inspection of client area
Correct safety hazards (e.g., spills)
Complete incident reports for accidents or safety infractions
Identify legal implications of accidents in health care facility
Explain potential sources of hazards, (e.g., fire, electrical, chemical, biological, radioactive)
Follow procedures for hazardous situations (e.g., eye and face wash, shower, fire extinguishers)
Store materials properly
Label materials properly
Follow manufacturer's instructions for safe operation of all equipment and instruments

Competency: Maintain personal safety and hygiene

Competency Builders:

Use universal precautions
Demonstrate isolation techniques
Wash hands aseptically
Use eye/faceshield protection
Wear gloves
Wear mask
Wear uniform or professional attire
Apply principles of aseptic techniques and sterility
Practice proper hygiene
Immunize self against communicable diseases
Complete incident reports as required
Demonstrate proper body mechanics
Demonstrate safe and effective sterilizing methods for instruments and equipment
Demonstrate safe and effective use of safety equipment
Identify at-risk behaviors which promote the spread of HIV/AIDS and/or hepatitis
Differentiate fact from fallacy regarding the transmission of HIV/AIDS and hepatitis
Identify principles of ergonomics
Identify common causes of back injuries
Demonstrate proper body mechanics involved in lifting, moving, transferring, ambulating, and positioning patient

Competency: Maintain infection control of work area

Competency Builders:

Identify modes of transmission of infection
Identify methods for preventing infection transmission
Differentiate between bacteriostatic and bacterialcidal
Identify disinfection techniques
Define "nosocomial infection"
Identify terms related to cleaning and disinfecting
Outline measures to be taken to clean and disinfect
Outline flow of dirty equipment and materials
Contain used linens
Isolate contaminated linens
Clean work areas
Disinfect work areas

Competency: Apply aseptic and sterilizing principles

Competency Builders:

Read and follow manufacturer's instructions for safe operation of all equipment and instruments
Maintain infection control
Prescrub instruments
Disinfect instruments
Sterilize instruments
Operate sterilizing equipment
Store sterilized equipment and supplies
Maintain quality-control log
Define asepsis
Identify methods for sterilizing and disinfecting reusable equipment
Define spore strip and how it is used to guarantee sterilization
Explain why dating of sterilized equipment is necessary
Explain why proper documentation of disinfection and sterilization procedures is necessary

Competency: Dispose of waste materials in compliance with government regulations

Competency Builders:

Practice safe, sanitary, and sterile procedures
Dispose of noninfectious waste
Dispose of infectious waste
Dispose of hazardous waste
Dispose of controlled substances
Dispose of needles and sharp instruments properly

Competency: Demonstrate isolation techniques

Competency Builders:

Describe different types of isolation
Demonstrate mask, gown, and gloving techniques
Demonstrate use of protective eyewear/faceshield
Demonstrate double bagging technique
Demonstrate procedures for disposal of soiled materials
Provide care for patient using isolation technique
Collect specimen from isolation patient
Disinfect isolation unit

Competency: Maintain patient safety

Competency Builders:

Apply restraints (e.g., soft, vest)
Monitor use of restraints
Utilize gait belt
Assist patient to walk with assistive ambulation devices
Demonstrate safe usage of patient transport equipment
Demonstrate safe handling of patient medical equipment (e.g., IV's, catheters, oxygen tubing)
Identify proper bed height
Position patient maintaining proper body alignment, supporting body parts
Demonstrate patient transfer techniques
Identify safety needs of medicated patient
Demonstrate usage of side rails
Identify placement of patient call device
Orient patient to surroundings

Competency: Explain sexually transmitted diseases (STDs)

Competency Builders:

Differentiate fact from fallacy regarding the transmission and treatment of STDs
Identify community resources and services available to victims of STDs
Identify at-risk behaviors which promote the spread of AIDS
Describe infection control techniques designed to prevent the spread of STDs

Competency: Practice quality control

Competency Builders:

Identify quality control parameters
Maintain quality control parameters
Prepare quality control charts and graphs
Calculate means, standard deviations, and coefficients of variation
Identify trends, shifts, and "out of control" situations
Address "out of control" situations
Identify bias in control systems
Maintain quality control procedure manual (including laboratory policies; laboratory organization and personnel definition; procedure for collection, labeling, andtransportation of specimens; work sheets; log books, and reporting of results; instructions for processing specimens; laboratory saftey related to biological, chemical, mechanical, and electrical hazards and the disposal of contaminated materials; monitoring quality control of equipoment, media, reagents, and stains)

Competency: Conduct proficiency testing

Competency Builders:

Explain rules and regulations regarding proficiency testing (i.e, acceptable parameters for constituents, laboratory areas address by proficiency testing, and rules of inspecting agencies and Medicare-approved systems)
Explain the construction of blind and double-blind studies
Compare peer results
List sources of proficiency testing materials
Process proficiency testing materials

Unit: Medical Terminology

Competency: Use common medical symbols, abbreviations, and acronyms

Competency Builders:

Identify commonly used symbols (e.g., O_2)
Write out full names of commonly used acronyms (e.g., IV, PACU, IPPB, CPAP)
Write out full names of commonly used abbreviations (e.g., bx= biopsy)
Spell medical terms correctly
Demonstrate use of Roman numeral system

Competency: Demonstrate knowledge of medical terminology

Competency Builders:

Define, spell, and pronounce basic Greek and Latin prefixes and suffixes
Spell basic Greek and Latin prefixes and suffixes
Pronounce basic Greek and Latin prefixes and suffixes
Identify principal terms relating to the body as a whole (e.g., ambulation, hypothermia)
Define terms related to the integumentary system
Define terms related to the skeletal system
Define terms related to the muscular system
Define terms related to the nervous system
Define terms related to the circulatory/cardiovascular system
Define terms related to the lymphatic system
Define terms related to the respiratory system
Define terms related to the digestive system
Define terms related to the endocrine system
Define terms related to the urinary system
Define terms related to the reproductive system
Define terms related to the senses
Define terms related to immunology
Define terms related to pathology

Unit: Anatomy, Physiology, and Pathology

Competency: Demonstrate general knowledge of basic chemistry

Competency Builders:

Identify elements on periodic table
Design simple chemical formulas
Contrast atoms verses molecules
Define synthesis, decomposition, and exchange reactions
Define diffusion, filtration, and osmosis
Differentiate between acids and bases

Competency: Demonstrate general knowledge of the human body

Competency Builders:

Define anatomy and physiology and explain their relationship
Describe the anatomical position
Identify body directions, planes, and cavities
Name the major organ systems and their functions
Classify major organs by the organ system they are within
Define cell composition, shape and size
Identify cell regions and organelles and explain their function
Identify basic life processes of cell division and transportation
Identify the four major tissue types, their function and subtypes
Define neoplasm and distinguish between benign and malignant
Describe effect of aging across the lifespan

Competency: Demonstrate knowledge of the integumentary system

Competency Builders:

List the functions of the integumentary system
Describe skin's response to touch/pressure, temperature, and pain
Name the layers of the skin
Identify structures associated with the skin, hair, hair follicle, sebaceous gland, and sudoriferous gland
Name the major body membranes
Identify common skin disorders
Describe common types of skin lesions

Competency: Demonstrate knowledge of the skeletal system

Competency Builders:

List functions of the skeletal system
Name methods of classifying bone
Identify bone types within each classification method
Explain the structure and function of a long bone
Describe the composition of bone
Define function and dysfunction of bone marrow
Explain the process of bone formation and growth
Identify major bones of the human skeleton
Name types of bone markings and their associated terms
Define joint and describe the typical structure of a joint
Name categories of joints
Compare the amount of movement allowed by each type of joint
Define types of motion
Identify various types of fractures
Identify the various methods of correction for fractures
Identify common disorders and injuries of bones and joints

Competency: Demonstrate knowledge of the muscular system

Competency Builders:

Identify types of muscle tissue
Describe muscle contraction
Define the parts of a muscle and explain major muscle types
Define muscle tone, isotonic and isometric contractions
Name types of movements produced by skeletal muscle contractions
Identify the major muscles of the human body
Identify common abnormal conditions of the muscles
Identify origin, insertion and function of muscles
Describe common disorders and injuries of the muscles

Competency: Demonstrate knowledge of the nervous system

Competency Builders:

Describe the general functions of the nervous system
Identify the main parts of the nervous system
Name principle cell types that compose the nervous system
Describe the neuron, its function, and the existing types of neurons
Describe the neuralgia, its function, and the existing types of neuralgia
Define ganglia, nuclei, tracts and nerves, noting their differences
Describe the events of the nerve impulse
Identify parts of the brain
Describe structures and functions of the various parts of the brain and spinal cord
Explain function of the autonomic nervous system and its divisions
Describe common disorders and injuries of the nervous system

Competency: Demonstrate knowledge of the circulatory/ cardiovascular system

Competency Builders:

Identify the structures and functions of the heart
Trace the pathway of blood through the heart
Describe routes of blood circulation
Define blood pressure, pulse, systole, diastole and cardiac cycle
Describe the pathway of impulses through the heart's conduction system
List factors that influence heart rate
Identify the structure and function of the blood vessels - arteries, veins and capillaries
Identify major blood vessels
Identify structures involved in fetal circulation
Identify several pulse points
Identify major components of blood
Identify the blood types
Describe the blood clotting process
Describe common disorders of the circulatory/cardiovascular system

Competency: Demonstrate knowledge of the lymphatic system

Competency Builders:

Name the structures composing the lymphatic system
Identify the functions of the lymphatic system
Explain the relationship between the lymphatic system and the cardiovascular system
Explain the immune response in relationship to the lymphocytes
Define antigens
Define antibodies and ways in which antibodies act against antigens
Differentiate between active and passive immunity
Describe common disorders of the lymphatic system

Competency: Demonstrate knowledge of the respiratory system

Competency Builders:

Identify major respiratory system organs and structures describing the function of each
Describe the function of major respiratory system organs and structures
Define cellular respiration, external respiration, internal respiration, ventilation, expiration and inspiration
Describe the process of gas exchange in the lungs and the tissues
Explain role of the respiratory muscles in breathing
Identify brain areas involved in the control of respiration
Explain respiratory volumes and capacities
Describe a common disorders and injuries of the respiratory system

Competency: Demonstrate knowledge of the digestive system

Competency Builders:

Identify the structures and functions of the digestive system
Describe the mechanisms of mastication, swallowing, vomiting and defecation
Define anabolism and catabolism
Define basal metabolic rate and total metabolic rate
Describe common disorders of the digestive system

Competency: Demonstrate knowledge of the endocrine system

Competency Builders:

Differentiate between endocrine and exocrine glands
Identify major endocrine glands and hormones produced by each
Explain response of body systems to hormones
Describe common endocrine gland disorders

Competency: Demonstrate knowledge of the urinary system

Competency Builders:

Identify components of the urinary system
Explain the functioning of the urinary system
Identify nitrogenous waste found in the urine
Explain how water and electrolyte balance is maintained by the body
Define micturition
Explain how micturition occurs
Describe common disorders of the urinary system

Competency: Demonstrate knowledge of the reproductive system

Competency Builders:

Explain the general function of the reproductive system
Identify major organs of the reproductive system
Describe the phases of the menstrual cycle
Explain the process of meiosis, spermatogenesis, and oogenesis
Identify stages of embryonic development
Explain the physiology of childbirth
Describe common disorders of the reproductive system

Competency: Demonstrate knowledge of the senses

Competency Builders:

Identify major structures and functions of vision, hearing, balance, smell, taste, and touch
Define refraction, accommodation, real image, and emmetropic
Describe common disorders and injuries of the senses

Competency: Demonstrate knowledge of immunology

Competency Builders:

Explain the immune response in relationship to the lymphocytes
Define antigens and antibodies
Explain the differences among the five major classes of antibodies
Describe the relationship between antigens and antibodies
Differentiate between active and passive immunity
Describe common immunodeficiencies, allergies, and autoimmune disorders

Unit: Medical Law and Ethics

Competency: Comply with medical law and ethics

Competency Builders:

Differentiate between legal and ethical behavior
Explain terms, principles, and characteristics of legal and ethical behavior
Explain state and federal rules and regulations governing the practice of the profession
Explain legal ramifications of breaching rules and regulations
Explain effects of unethical and/or unlawful behavior of health care professionals
Practice within the role and scope of the profession as defined by law, job description, and facility/arena of practice

Competency: Exhibit ethical behavior

Competency Builders:

Describe ethical dilemma in health care (e.g., death and dying, medical ethics committees)
Explain health care professional's responsibility in situations of patient abuse and neglect
Explain health care professional's responsibility in situations of coworker chemical addition
Identify personal, societal, and global implications of substance use and abuse
Explain effects of unethical behavior of health care professionals

Competency: Describe legal ramifications of misconduct

Competency Builders:

Explain terms, principles, and characteristics of legal and ethical behavior
Explain legal and ethical ramifications of breaching patient confidentiality

Competency: Practice discretion regarding patient information

Competency Builders:

Identify components of Patient Bill of Rights
Communicate patient's rights
Identify patient's rights and responsibilities
Describe reasons for sharing patient information
Identify appropriate persons to whom information can be released
Describe methods of maintaining confidentiality
Explain truth-in-ending law
Explain anatomical gift act
Explain advance directives
Explain living will
Explain informed consent
Identify reasons for termination of patient services
Explain consequences of noncompliance with physician's recommendations
Explain remuneration
Describe impact of communicable diseases
Describe the importance of proper sample identification

Competency: Practice personal professional protocol with medical community

Competency Builders:

Explain process of certification/licensure of health professionals
Comply with tax requirements
Maintain integrity of personal files
Explain the statute of limitation
Identify ownership of medical records
Maintain procedures for legal access to patient and/or records
Investigate professional liability coverage options

Unit: Psychology of Stress

Competency: Analyze factors that influence a patient's response to stress

Competency Builders:

Explain stress as a concept
Differentiate between stress and stressors
Explain how an individual's perception of stress influences his response to stressors
Explain how internal and external mitigating factors influence one's response to stress
Identify coping mechanisms used to decrease stress
Identify biological adaptive responses to stress

Competency: Analyze physiological response to stress

Competency Builders:

Describe the stress response on the autonomic nervous system, endocrine system, cardiovascular system, renal system, respiratory system, and hemopoietic system
Explain how the internal and external non-specific mitigating factors relate to the physiological stress response
Differentiate between immune systems response to stressors in children and adults
Explain how the concept of stress relates to activation of the disease process

Competency: Analyze psychological response to stress

Competency Builders:

Identify psychologic[illegible] stressors
Describe the relationship between personality types and the stress response
Summarize the primary and secondary appraisal of a stressor
Differentiate between cognitive and behavioral coping mechanisms
Differentiate among problem-focused, emotion-focused, and appraisal-focused coping in relation to stressors
Identify a patient's ability to cope with stress based on individual and stressor characteristics
Identify types of coping strategies
Identify selected defense mechanisms
Summarize ineffective coping behaviors
Explain the psychobiologic response of anxiety as it relates to stress
Describe the disequilibrium associated with response to stressors

Competency: Provide care for a patient with an ineffective coping response

Competency Builders:

Assess psychological responses to stress in a patient
Promote exploration of feelings when providing nursing care
Describe strategies to assist in stress reduction
Implement strategies to assist in stress reduction
Evaluate selected nursing interventions and suggest alternative measures

Unit: Psychology of Human Relations

Competency: Explain human growth and development

Competency Builders:

Describe characteristics of growth and development from conception to birth
Describe characteristics of growth and development from birth through preschool
Describe characteristics of growth and development from school age through adolescence
Describe characteristics of growth and development of the adult through the life span

Competency: Demonstrate appropriate communication techniques

Competency Builders:

Identify components of provider-client relationship
Identify ways to cope with stress
Identify uniqueness of individual (e.g., cultural, generational, social, ethnic)
Treat clients with respect and dignity
Identify assertive and aggressive responses
Differentiate between acceptable and unacceptable touching
Identify barriers to communication

Competency: Establish rapport

Competency Builders:

Describe proper manner for greeting a patient
Adapt communication to individual's ability to understand (e.g., functioning level, emotional state, and educational level)
Respond to verbal and nonverbal communication
Serve as liaison between physician, patient, and others
Solicit patient's understanding of communication
Translate medical terms into language patient can understand
Interpret patient's reaction to illness and disability
Describe individual, cultural and socioeconomic differences in people
Identify methods in which to communicate with patients or responsible party with sensory disorders
Support patient/responsible party during the grief process
Orient patient to policies, facilities, and staff
Respond to patient/responsible party in a therapeutic manner
Identify patient personality types
Treat patient with empathy and impartiality
Support patient's right to make decisions regarding care
Encourage ventilation of patient/responsible party's feelings

Competency: Follow established procedures for communication and documentation

Competency Builders:

Transmit reports of patient status
Demonstrate basic computer skills
Complete interdepartmental requisitions (e.g., therapies, procedures, tests)
Complete an incident report
Monitor accuracy in all communications
Initiate medical records according to institutional policies
Maintain medical records according to institutional policies
Identify need for documenting and reporting
Interpret patient-related documents participate in team conferences
Report change in patient status
Clarify physicians orders
Differentiate charting methods
Respond to request for service
Respond to request from patient's funding source
Notify patient or responsible party of changes required in treatment plan
Write instructions for use of patient equipment (e.g., orthosis, prosthesis)
Write instructions for a home therapy program
Witness a consent form
Create an informational display

Competency: Document patient progress

Competency Builders:

Record current treatment rendered and patient response
Include parameters in notes (e.g., subjective, objective, assessment, plan)
Use correct grammar, spelling, and approved abbreviations
Secure appropriate signatures
Write legibly
Use appropriate resources

Unit: First Aid and Medical Emergencies

Competency: Use emergency procedures

Competency Builders:

Identify emergency procedures
Contact local emergency assistance
Demonstrate first responder procedures
Acquire first aid certification
Acquire CPR certification

Competency: Perform first aid

Competency Builders:

Assist with first aid for wounds or fractures
Administer first aid to control bleeding
Administer first aid for shock
Administer first aid for burn patient
Assist with first aid for poisoned patient
Assist with choking patient
Assist with patient having seizure
Assist with syncopal patient

Competency: Maintain cardiopulmonary resuscitation (CPR) according to accrediting agency standards

Competency Builders:

Update CPR certification
Administer CPR to infants and children
Administer CPR to adults
Administer care for obstructed airways for infants, children, and adults

Competency: Respond to medical emergencies

Competency Builders:

Identify patient
Perform head to toe patient assessment
Assess patient needs
Describe signs and symptoms of emergency situations
Identify basic emergency equipment
Take appropriate action

Unit: General Administrative Duties

Competency: Perform scheduling and recordkeeping duties

Competency Builders:

Schedule patient appointments
Coordinate activities with other departments
Coordinate activities with community agencies
Schedule space and equipment for therapy
Maintain daily charges for equipment/treatment
Comply with reimbursement requirements
Maintain patient files/charts
Maintain patient attendance records
Schedule reoutine equipment maintenance and repair

Competency: Perform other departmental duties

Competency Builders:

Assist in dealing with vendors
Assist in maintenance of departmental budget
Assist in writing/revising job description
Assist in writing/revising forms (e.g., home programs, documentation forms)
Maintain departmental cleanliness
Maintain inventory/supplies

Competency: Manage reception area

Competency Builders:

Prepare reception area
Greet visitors and patients
Advise patient of office hours
Manage children accompanying patient
Identify ways to communicate with patients with sensory disorders
Screen non-patient visitors
Explain delays to patients physician's fees

Competency: Demonstrate telephone handling techniques

Competency Builders:

Place calls
Record telephone messages (e.g., date, time, initial calls)
Screen calls
Transfer calls
Obtain information for return calls
Handle emergency calls
Make arrangements for patient's admission to hospital
Make patient referrals
Phone prescriptions to pharmacy

Competency: Maintain appointment schedules

Competency Builders:

Write appointments legibly
Prepare appointment calendar
Record appointments
Prepare appointment cards
Maintain recall system
Confirm appointments
Schedule outpatient diagnostic tests
Make referral appointments for patients

Competency: Maintain medical records and laboratory reports

Competency Builders:

Obtain patient information
Prepare folder
Prepare charge documentation
Explain importance of records management
File information alphabetically or numerically according to office protocol
Retrieve patient record from file
Prepare cross-reference file
Process incoming medical reports
Purge records
Prepare reports concerning patient care, condition, census, accidents, and incidents
Maintain current documentation of patient status and care
Complete immunization records
Compile patient laboratory reports
Process completed laboratory reports
Document results from reference laboratories
Verify tests ordered and test received

Competency: Prepare office communications

Competency Builders:

Compose business correspondence
Edit business correspondence
Transcribe letters from dictating machine
Keyboard business correspondence
Print documents
Proofread for errors in correspondence
Complete appropriate consent forms
Address envelopes
Process incoming mail
Maintain files for correspondence
Classify outgoing mail
Label outgoing mail

Competency: Use office equipment

Competency Builders:

Operate calculator
Operate checkwriter
Operate computer
Operate copy machine
Operate fax machine
Operate multi-line telephone system

Competency: Demonstrate knowledge of different payment systems

Competency Builders:

Identify required procedures for private carriers
Identify required procedures for non-insured patients
Identify required procedures for health maintenance organization (HMO)
Identify required procedures for preferred provider organization (PPO)
Identify required procedures for independent practitioner association (IPA)
Identify required procedures for U.S. government employees (CHAMPUS)
Identify required procedures for Aid to Dependent Children (ADC)
Identify required procedures for general assistance (GA)
Identify required procedures for Medicare
Identify required procedures for Medicaid
Identify required procedures for worker's compensation

Competency: Perform diagnostic coding

Competency Builders:

Stay current with diagnostic coding changes
Complete forms for international classification of diseases (ICD-9 CM)
Complete forms for current procedural terminology (CPT)
Complete forms for health care procedural code (HCPC)
Complete forms for diagnostic related groups (DRG)
Complete forms for J-codes

Competency: Process insurance claims/forms

Competency Builders:

Define primary and secondary carriers
Define third party administrators
Explain payment and rejection procedures (e.g., co-pays, deductibles, errors)
Process quick-claim forms
Use procedure codes
Log and track insurance claims/forms

Competency: Perform financial functions

Competency Builders:

Apply basic bookkeeping fundamentals
Interpret and explain fees
Arrange financial agreements
Complete ledger
Prepare account summaries
Collect fees
Issue receipts
Maintain petty cash account
Prepare bank deposits
Verify invoices
Collect delinquent bills
Collect and post payments
Process credit card transactions
Prepare checks for signature
Prepare payroll
Reconcile bank statements, cash, and/or receipts
Complete Worker's Compensation forms and Medicare/Medicaid forms
Prepare schedule of accounts receivable
Prepare schedule of accounts payable
Maintain accounts receivable
Maintain accounts payable

Unit: Vital Signs

Competency: Interview patient

Competency Builders:

Complete patient information sheets
Record medical history (e.g., allergies, current medications)
Assess bio-psycho-social condition
Validate data with patient or patient's family member(s)

Competency: Measure temperature

Competency Builders:

Follow safety and aseptic precautions for taking temperature
Identify normal range and average temperature of oral, axillary, tympanic, and rectal methods of measuring body temperature
Identify factors that may affect temperature
Select route for measuring temperature
Demonstrate use of different types of thermometers
Record temperature measurements
Report abnormal temperature measurements
Maintain thermometer(s)

Competency: Measure pulse

Competency Builders:

Identify criteria for selecting pulse site (e.g., femoral, apical, radial)
Identify normal pulse range for different age groups
Identify factors that may affect pulse
Identify variations from normal pulse that should be reported
Record pulse

Competency: Measure respiration

Competency Builders:

Assess lung sounds
Measure rate, depth, and rhythm of respiration
Identify normal respiratory rate for different age groups
Report signs of compromised respiration
Identify factors that may affect respiration
Record respiration

Competency: Measure blood pressure

Competency Builders:

Identify myths and misconceptions related to blood pressure and hypertension
Identify etiology of hypertension
Identify consequences of untreated hypertension
Identify normal range of blood pressure for different age groups
Record blood pressure
Identify factors that affect blood pressure
Select appropriate cuff size
Describe the effect of inappropriate cuff size on accurate blood pressure reading
Identify variations from normal blood pressure that should be reported
Demonstrate use of aneroid sphygmomanometer gmomanometer
Demonstrate use of mercurial sphygmomanometer gmomanometer
Demonstrate palpated blood pressure

Competency: Obtain physical measurements

Competency Builders:

Measure adult height
Measure adult weight
Measure adult chest and waist expansion
Measure infant height
Measure infant weight
Measure infant head and chest circumference
Measure auditory status (e.g., tympanogram)
Measure visual status (e.g., eye chart)
Identify color blindness
Record all results

Unit: Nutrition

Competency: Identify fundamentals of nutrition

Competency Builders:

Identify nutrients and food groups
Explain role of nutrients to body functions
Explain regional, cultural, and religious food patterns
List factors which must be considered when purchasing food
Identify component of a balanced diet across the life span (e.g., USDA Food pyramid)
List factors which must be considered when storing food
Identify methods of food preparation
Instruct patient in sound nutrition principles

Competency: Identify nutritional needs related to special conditions and/or diseases

Competency Builders:

Describe common diets related to health alterations (e.g., pureed, mechanical-soft)
Describe special diets
Identify community resources
Identify risks of non-compliance with dietary restrictions
Educate patient regarding dietary hazards (e.g., caffeine, fats)

Competency: Draw correlation between diet and exercise

Competency Builders:

Identify methods of exercise
Explain effect of exercise and food on energy level
Write an exercise plan
Identify weight-related issues

Competency: Identify facets of alternative nutrition

Competency Builders:

Identify indications and effects of tube feedings
Identify indications and effects of intravenous fluids
Identify indications and effects of lipids
Identify indications and effects of hyperal

Unit: Basic Pharmacology

Competency: Maintain supply of medications

Competency Builders:

Check inventory stock
Contact supplier
Rotate stock
Process narcotic forms (i.e., Drug Enforcement Agency (DEA) license)
Store medications properly
Prepare expired medications for disposal
Dispose of medications properly (i.e., comply with government regulations)

Competency: Calculate dosage according to physician's orders

Competency Builders:

Verify accuracy of medical orders
Use Physician's Desk Reference (PDR)
Transcribe medication order
Calculate oral dosage
Calculate parenteral dosage
Calculate sublingual dosage
Calculate pediatric dosage
Calculate intravenous dosage and rate of flow

Competency: Instruct patients on use of medications

Competency Builders:

Provide verbal and/or written instructions for medication use
Explain use of medications (e.g., identify side effects, adverse effects, interactions)
Maintain standing orders according to physician's protocol (e.g., prescription refills)

Competency: Dispense medications according to medical orders

Competency Builders:

Identify patient
Verify patient allergies
Use reference materials
Verify accuracy of medical orders
Calculate dosages
Prepare oral medication
Identify correct anatomical sites
Prepare intramuscular, intradermal, and subcutaneous injectable medications
Prepare and administer sublingual medications
Prepare transdermal medications
Prepare inhalant medications
Prepare instillation medications
Prepare and administer topical medications
Prepare and administer rectal medications
Prepare and administer vaginal medications
Assist with administration of local anesthesia
Administer medications
Document medication administration
Document patient response to medications

Competency: Evaluate response to medication

Competency Builders:

Identify possible adverse reactions to medication
Assess patient reaction to medication
Report untoward reactions to appropriate sources
Document patient response to medication

Unit: Patient Education

Competency: Inform patient/family about diagnostic procedures

Competency Builders:

Distribute literature regarding advised procedure
Explain diagnostic procedures
Explain preparation for diagnostic procedures
Translate medical terminology into lay terms
Distribute resource materials related to test results
Schedule patient follow-up
Obtain informed consent signature

Competency: Educate patient/responsible party about self-care related to results of diagnostic procedure/therapy

Competency Builders:

Identify support groups and resources
Obtain verbal and written information to plan patient's care
Reinforce special diets with patient/responsible party
Reinforce recommended exercise programs with patient/responsible party
Reinforce specialized applications (e.g., ortho, dietary, ostomy, splints, orthotics) with patient/responsible party
Reinforce self-administration of medications with patient/responsible party
Reinforce health maintenance techniques with patient/responsible party
Refer patient/responsible party to support groups and resources
Solicit patient/responsible party feedback
Record teaching and patient response
Instruct patient/responsible party in necessary adaptations to environment
Instruct patient/responsible party in adaptive techniques (e.g., activities of daily living, homemaking)

Competency: Provide psycho-social care for patient/family

Competency Builders:

Arrange emotional support for patient and family member(s)
Report child abuse and/or neglect
Respond to emotional needs of terminally ill patient and family member(s)
Apply reality orientation technique
Arrange diversional activity for patient

Competency: Inform patient about World Health Organization (WHO) immunization requirements

Competency Builders:

Instruct patient/family on infant, preschool, adolescent, and adult immunizations
Instruct patient/family on international requirements
Reinforce instructions from other health professionals to patient/family member(s)

Unit: Examinations

Competency: Demonstrate general knowledge of diagnostic studies

Competency Builders:

Describe the various methods of examining patients
Explain the functions of commonly used examining instruments
Describe the sequence of steps in a general physical examination
Identify various patient positions used in examinations
Identify common diagnostic blood tests performed in the medical laboratory
Differentiate between cultures and smears used in bacteriology
Identify sources from which cultures and smears may be obtained
Describe common radiological and sonographic studies and imaging techniques
Identify the purposes of nuclear medicine
Identify common cardiopulmonary diagnostic examinations
Identify common neurological diagnostic examinations

Competency: Demonstrate principles of body mechanics and ergonomics

Competency Builders:

Identify principles of ergonomics
Identify common causes of back injuries
Demonstrate proper body mechanics involved in lifting, moving, transferring, ambulating, and positioning patient
Assist patient in and out of wheelchair
Assist patient with crutches
Assist patient with cane
Assist patient with walker
Assist patient with standing
Assist patient with cast or splints
Assist patient to bathroom
Position patient using supportive devices (e.g., pillows, footboards)
Perform ROM (i.e., range of motion)

Competency: Assist with general examination

Competency Builders:

Prepare examination room(s)
Set-up trays and equipment
Change paper on examination table
Provide for patient privacy
Prepare patient for examination
Communicate with patient with special needs (e.g., hearing or vision disorder)
Inventory personal property
Assist physician with examination
Carry out physician's orders
Follow up patient needs
Ensure procedure documentation and labeling
Clean examination room after procedure

Competency: Assist with eye, ear, nose, and throat examination

Competency Builders:

Prepare examination room(s)
Set-up trays and equipment
Prepare patient for examination
Assist physician with examination
Carry out physician's orders
Follow up patient needs
Ensure procedure documentation and labeling
Assist with and chart eye irrigation
Assist with and chart ear irrigation
Assist with and chart tympanometry
Assist with and chart laryngoscopy
Describe taste bud reactions
Conduct visual screening
Conduct auditory screening
Administer eye, ear, and nose medications
Clean examination room after procedure

Competency: Assist with obstetric and gynecological examination

Competency Builders:

Prepare examination room(s)
Set-up trays and equipment
Prepare patient for examination
Assist physician with examination
Carry out physician's orders
Follow up patient needs
Ensure procedure documentation and labeling
Obtain cytology history
Assist with Pap smear
Instruct patient in self breast examination
Clean examination room after procedure

Competency: Assist with pediatric examination

Competency Builders:

Prepare examination room(s)
Set-up trays and equipment
Prepare patient for examination
Assist physician with examination
Carry out physician's orders
Follow up patient needs
Ensure procedure documentation and labeling
Record measurements on growth chart
Record immunizations
Apply restraints when needed (e.g., papoose board)
Clean examination room after procedure

Competency: Assist with proctology and gastrology examination

Competency Builders:

Prepare examination room(s)
Set-up trays and equipment
Prepare patient for examination
Assist physician with examination
Carry out physician's orders
Follow up patient needs
Ensure procedure documentation and labeling
Assist with proctoscopy
Clean examination room after procedure

Competency: Assist with orthopedic examination

Competency Builders:

Prepare examination room(s)
Set-up trays and equipment (e.g., soaks)
Prepare patient for examination
Assist physician with examination
Carry out physician's orders
Follow up patient needs
Ensure procedure documentation and labeiing
Assist with casting and splinting procedures
Demonstrate use of ambulatory aids
Assist patient in wheelchair transfer to and from examination table
Clean examination room after procedure

Competency: Assist with neurological examination

Competency Builders:

Prepare examination room(s)
Set-up trays and equipment
Prepare patient for examination
Assist physician with examination
Carry out physician's orders
Follow up patient needs
Ensure procedure documentation and labeling
Clean examination room after procedure

Competency: Assist with geriatric examination

Competency Builders:

Prepare examination room(s)
Set-up trays and equipment
Prepare patient for examination
Assist physician with examination
Carry out physician's orders
Follow up patient needs
Ensure procedure documentation and labeling
Clean examination room after procedure

Unit: Laboratory Tests and Diagnostic Procedures

Competency: Perform drug screen testing

Competency Builders:

Demonstrate safe use of equipment
Record results accurately
Collect and label specimen accurately

Competency: Perform tuberculosis testing

Competency Builders:

Administer tine test
Administer Mantoux test
Interpret test results

Competency: Perform specimen collection and handling

Competency Builders:

Collect eye, nose, and throat specimens for culture
Collect urine (e.g., clean-catch, sterile, 24-hour, midstream, catheter)
Collect stool specimen
Demonstrate proper techniques to perform venipuncture and capillary puncture
Collect wound specimens
Collect sputum specimens
Collect capillary blood
Collect venous blood using syringe
Collect venous blood using vacutainer
Label all collected specimens properly
Package specimen for mailing/shipping
Transport specimen
Differentiate among timed specimens, fasting specimens, and state specimens
Describe general criteria for suitability of a specimen for analysis
Describe conditions that must be met if specimens and tests are to be used as legal evidence

Competency: Assist with allergy testing

Competency Builders:

Prepare tray
Perform scratch test (e.g., ID test)
Perform patch test
Perform intradermal test

Competency: Perform manual and automated tests of complete blood count

Competency Builders:

Perform hematocrit (Hct)
Perform hemoglobin determination (hgB)
Perform red blood cell counts (RBC)
Perform white blood cell counts (WBC)
Perform white blood cell differential (diff)
Perform erythrocyte sedimentation rate (ESR)
Perform prothrombin time (PT)

Competency: Perform serological tests

Competency Builders:

Prepare serum
Perform serum blood chemistries
Separate plasma or serum from cells
Perform ABO and Rh typing
Perform monospot test
Perform serum pregnancy test (HCG)
Package record data and set-up delivery of blood samples

Competency: Perform electrocardiograms

Competency Builders:

Mount a 12-lead electrocardiogram
Run and record a standard
Set-up Holtor monitors
Clean electrocardiogram equipment

Competency: Perform diagnostic skills

Competency Builders:

Perform neurological checks
Perform urinary tests (e.g., sugar and acetone, protein, ketones, specific gravity)
Assist with laboratory tests (e.g., blood gases, lumbar puncture)
Measure blood glucose level
Maintain monitoring equipment (e.g., cardiac monitor, pulse oximeter)
Measure central venous pressure (CVP)
Perform electrocardiogram (ECG)
Perform visual screening
Perform auditory screening

Competency: Demonstrate laboratory procedures in clinical chemistry

Competency Builders:

List requirements for patient preparation
Describe special collection techniques (e.g., 24 hr. urine G)
Handle specimen properly
Correlate test procedure to methodology
Identify normal versus panic values
Identify clinical significant

Competency: Demonstrate laboratory procedures in hematology/coagulation

Competency Builders:

List requirements for patient preparation
Handle specimen properly
Correlate test procedure to methodology
Identify normal versus panic values
Identify clinical significance of test value

Competency: Demonstrate laboratory procedures in immunohematology

Competency Builders:

List requirements for patient preparation
Handle specimen properly
Correlate test procedure to methodology
Identify normal versus panic values
Identify clinical significance of test value

Competency: Demonstrate laboratory procedures in microbiology

Competency Builders:

List requirements for patient preparation
Handle specimen properly
Correlate test procedure to methodology
Identify normal verses panic values
Identify clinical significance of test value

Competency: Demonstrate laboratory procedures in immunology

Competency Builders:

List requirements for patient preparation
Handle specimen properly
Correlate test procedure to methodology
Identify normal verses panic values
Identify clinical significance of test value

Competency: Demonstrate laboratory procedures in urinalysis

Competency Builders:

List requirements for patient preparation
Handle specimen properly
Correlate test procedure to methodology
Identify normal verses panic values
Identify clinical significance of test value

Competency: Demonstrate safe phlebotomy techniques

Competency Builders:

Assemble equipment (e.g., vacutainers, bottles)
Differentiate venous versus arterial collection procedures (e.g., Allen test)
Prepare patient for procedure (e.g., establish rapport)
Care for phlebotomy site
Collect capillary blood
Collect venous blood with syringe
Collect venous blood with vacutainer
Collect blood culture
Handle specimen(s) properly

Unit: The Nursing Process

Competency: Perform patient physical assessment

Competency Builders:

Demonstrate techniques used in physical assessment (e.g., inspect, auscultate, percuss, palpate)
Evaluate patient's level of comfort, discomfort and pain
Complete assessment of neurological system
Complete assessment of integumentary system
Complete assessment of lymphatic system
Complete assessment of head and neck
Complete assessment of respiratory system
Complete assessment of cardiovascular system
Complete assessment of gastrointestinal system
Complete assessment of musculoskeletal system
Complete assessment of reproductive system
Complete assessment of urinary system
Complete assessment forms

Competency: Collect additional patient data

Competency Builders:

Observe psychological signs and symptoms
Gather relevant data from patient, responsible party, health records and health care team members
Observe interaction of patient and/or responsible party
Observe patient response to care
Document additional assessment findings

Competency: Formulate nursing diagnoses

Competency Builders:

Identify actual or potential health care needs on the basis of analysis and interpretation of assessment data
Identify difference between medical and nursing diagnosis

Competency: Administer laboratory management skills

Competency Builders:

Describe different management styles
Explain personnel evaluation process
Apply accounting principles
Analyze statistical data
Schedule personnel equitably
Negotiate contracts
Identify regulatory agencies (e.g., OSHA, CAP, JCAHO, AABB)
Explain Clinical Laboratory Improvement Amendment

Competency: Formulate patient plan of care

Competency Builders:

Participate with the patient, responsible party, and health care team to identify patient-centered goals and objectives
Incorporate patient's cultural and spiritual beliefs into plan of care
Incorporate patient's physiological, psycho social, and developmental needs and strengths into plan of care
Develop teaching plan
Develop discharge plan
Utilize available resources
Identify priorities for care
Write plan of care

Competency: Implement patient-centered care

Competency Builders:

Implement plan of care according to priority of needs
Adjust priorities as patient needs change
Demonstrate competency in nursing skills
Promote rehabilitation potential of patient
Promote psychological well-being of the patient
Provide for continuity of care
Make referrals on the basis of patient need and available resources (e.g., community, responsible party)
Respond to adverse reactions
Demonstrate principles of time management in organizing patient care

Competency: Provide care for older adult patients

Competency Builders:

Assess cognitive level of the older adult
Adapt nursing care of the older adult patient
Adapt safety principles as related to the older adult
Promote attitudes and living habits which encourage positive mental and physical health of the older adult
Provide nursing care for older adult patients with common alterations in behavior
Apply appropriate reality orientation techniques
Involve patients in meaningful diversional activities
Access community resources and services available to the older adult

Competency: Provide care for maternal/newborn patients

Competency Builders:

Provide instruction to patients regarding stages of pregnancy, complications, fetal development and methods of contraception
Provide instruction for the patient in the prenatal stage
Provide instruction for the patient during labor and delivery
Provide instruction for the post-partum patient
Provide instruction for care of the newborn

Competency: Provide care for medical/surgical patients

Competency Builders:

Identify signs and symptoms of disease/disorders across the life span
Explain signs and symptoms of disease/disorders to the patient
Care for the patient with diseases/disorders of all body systems
Care for the patient with common psychological and/or psycho-social disorders
Provide instruction for the patient, responsible party regarding psychological and/or psycho-social disorders
Provide pre- and post-operative care and instruction for the patient and/or responsible party

Competency: Provide care for pediatric patients (including adolescents)

Competency Builders:

Assess developmental age of the pediatric patient
Adapt nursing care for the pediatric patient
Apply safety principles for the pediatric patient
Describe general characteristics, and particular needs/problems of pediatric patients
Implement prescribed nutritional requirement
Provide appropriate diversion and recreational activities
Describe the common disease/disorders of children and relate them to the pediatric patient
Provide instruction for the pediatric patient and/or responsible party regarding particular needs and problems

Competency: Provide care for the rehabilitation patient

Competency Builders:

Assist the patient, responsible party with specified physical, cognitive, and/or emotional rehabilitation needs
Function as a member of a multidisciplinary team
Encourage patient to achieve maximal functional level

Competency: Evaluate patient care

Competency Builders:

Describe effect of nursing interventions
Verify patient and/or responsible party compliance with planned care
Identify which outcomes have been met

Competency: Revise plan of care

Competency Builders:

Reassess patient needs
Utilize input from patient, responsible party, and health care team members
Modify goals to meet patient needs

Unit: Nursing Communication

Competency: Demonstrate effective patient interviewing techniques

Competency Builders:

List types of questions for obtaining information in a patient interview
Describe factors that facilitate or hinder a patient interview
Apply principles of therapeutic communication

Competency: Report assessment of patient and nursing actions

Competency Builders:

Explain the legal basis of specific charting guidelines
Identify measures employed to ensure documentation meets agency and legal standards
Document the assessment of patient and nursing actions in writing

Competency: Implement a teaching plan for an identified patient learning need

Competency Builders:

Differentiate teaching from learning
Identify the role of the nurse in health teaching
Explain ways to reinforce new knowledge
Describe factors which influence a patient's readiness to learn
Identify one or more learning needs of a patient
Identify guidelines for evaluating the effectiveness of the health teaching plan
Write a health teaching plan

Competency: Demonstrate use of research strategies

Competency Builders:

Identify resources relevant to patient care
Identify news relating to research in health care
Identify methods used to research
Use the problem solving approach in nursing practice
Identify research problems that need to be studied

Competency: Apply management skills for patient care

Competency Builders:

Identify the characteristics of an effective leader
Explain the significance of an organizational chart to communication units
Describe different approaches to management of nursing care (e.g., primary care, team nursing)
Contrast the advantages and disadvantages of each system of nursing care

Competency: Demonstrate knowledge of the evaluation process necessary for effective management of nursing care

Competency Builders:

Construct an evaluation of nursing performance in measurable terms
Explain how the nursing audit contributes to quality assurance
Differentiate between retrospective and concurrent audit
Explain how medical and nursing audits are used by the Joint Commission on Accreditation of Hospitals (JCAH)

Competency: Demonstrate management of multi-patient care

Competency Builders:

Assess the nursing needs of patients and the member of staff necessary to care for these patients, based on an analysis of acuity
Set goals and priorities based on individual patient care needs
Provide assistance and guidance to other members of the health care team
Adapt nursing activities based on demands of the health care team
Provide coordinated and continuous patient care
Participate in multi-disciplinary team conferences
Interpret scope and function of task to assignment(s)
Assess knowledge level of staff and patients
Plan measures to assist patients and staff members to achieve goals
Transcribe physician orders correctly in a timely manner
Give concise and pertinent report to the on-coming shift
Complete interdepartmental requisitions
Disseminate reports to appropriate units
Write discharge planning criteria for the patient
Evaluate the impact of nursing interventions
Participate in quality assurance procedures within a health care institution

Competency: Evaluate trends and issues in health care profession

Competency Builders:

Describe trends that are evident in promoting transcultural nursing
Illustrate how a nurse can participate in promoting cultural sensitivity in nursing practice
Analyze the diversity of practice roles
Describe the pros and cons of the nurse's expanding role
Analyze the purpose and functions of the American Nurses Association, National League for Nursing, State Board of Nurse Examiners and other regulatory agencies (e.g., JCAHO, Medicaid/Medicare)

Competency: Explain the scope and standards of nursing practice with patients experiencing complex needs

Competency Builders:

Define evolution of nursing profession
Outline various nursing theories
Outline components of Nurse Practice Act
Interpret laws pertinent to nursing
Examine the legislative process' impact on nursing practice
Develop plans of care
Adapt health assessment techniques to the needs of patients with complex illnesses
Identify teaching/learning needs (e.g., pharmacology, nutrition) of patients and families
Differentiate between acute and chronic illness in terms of physiological and physchological adaptation
Describe therapeutic regimes for acute and chronic illness

Competency: Implement a developed plan of patient care using the nursing process

Competency Builders:

Collect objective and subjective data
Examine data
Validate data
Identify strengths and problems
Write a diagnostic statement for nursing diagnosis using the current North American Nursing Diagnosis Association list
Use the Problem Etiology and Signs and Symptoms (PES) format to validate the nursing diagnosis
Prioritize nursing diagnosis using multiple theories of need and patient's perception of priorities
Set timely goals for care
Define nursing interventions
Perform nursing interventions
Evaluate patient's goal achievement
Modify plan or terminate care

Competency: Assess the physical and emotional needs of patients and their families with complex disorder conditions

Competency Builders:

Describe the symptoms, course of disease, and common treatment of complex disorders/conditions
Identify the profound psychological problems that may arise in connection with complex disorders/conditions
Apply the nursing process for patients experiencing complex disorder conditions
Assist with therapeutic measures indicated

Competency: Use therapeutic rationale for nursing procedures

Competency Builders:

Identify procedure needed
Read procedure manual
Gather equipment
Explain procedure and expected outcome to patient
Explain possible adverse reactions/complications
Perform nursing procedures
Document procedure and patient response

Competency: Assist in care of patients suffering psychological and/or emotional trauma

Competency Builders:

Identify signs and symptoms of various psychological disorders
Identify signs and symptoms of various emotional disorders
Perform interventions specific to disorder
Document intervention and response

Unit: Nursing Clinical Procedures

Competency: Use therapeutic rationale for nursing procedures

Competency Builders:

Identify procedure needed
Read procedure manual
Gather equipment
Explain procedure and expected outcome to patient/resident/client
Explain possible adverse reactions/complications
Perform nursing procedures
Document procedure and patient response

Competency: Perform activities of daily living skills

Competency Builders:

Provide for patient privacy when indicated
Assist patient with elimination
Change clothing
Give patient bath (i.e., assisted; complete)
Perform hygienic care for skin, hair, mouth, perineum, feet, nails
Apply athrombic hose
Administer backrub
Make different types of beds
Feed patient
Measure intake and output
Record intake and output
Prevent pressure areas
Provide care for relaxation and sleep
Demonstrate patient transfer and transport techniques
Demonstrate basic care of hearing aid
Assist with modifying patient food and fluid intake
Perform range of motion (ROM) exercises

Competency: Perform equipment skills

Competency Builders:

Operate special beds
Sterilize equipment/supplies
Set-up vaporizer
Demonstrate use of hydraulic lift
Demonstrate use of air mattress
Demonstrate use of bed scales
Demonstrate use of medicine cart
Demonstrate use of water mattress
Demonstrate use of footboard
Demonstrate use of overbed cradle
Apply aquamatic pad
Initiate oxygen therapy
Demonstrate use of emergency cart
Explain basic application of non-life support equipment (e.g., pulse oximeter, portable cardiac monitor, PCA pump, fetal monitor, Holter monitor)
Explain basic application of life support equipment (components, ancillary equipment and assembly)
Explain use of spirometer
Demonstrate use of basic therapeutic equipment (e.g., IV pump, tube feeding pump)
Apply hypothermia blanket

Competency: Perform non-invasive procedures

Competency Builders:

Demonstrate proper methods of positioning and draping a patient
Identify steps to admit patient
Complete patient assessment
Inventory patient possessions
Utilize hot/cold therapies
Demonstrate patient restraint methods
Prepare patient for surgery
Receive patient for surgery
Administer post-operative care
Change ostomy appliance
Instruct in coughing and deep breathing exercises
Identify steps to transfer patient to another unit/facility
Remove sutures and staples
Provide postmortem care
Identify steps to discharge patient
Complete discharge summary
Perform cast care
Assist with sitz bath
Empty drainage systems (e.g., urinary, biliary, gastrointestinal, tissue tubes)
Create a sterile field
Apply pressure dressings
Provide skeletal traction care
Maintain internal feedings (e.g., nasogastric, gastrostomy)
Maintain chest tube
Provide care of surgical drains
Maintain central venous lines
Maintain intravenous (IV) infusions

Competency: Perform invasive procedures

Competency Builders:

Administer enemas
Insert rectal tubes
Irrigate ostomy
Change dressings
Perform vaginal irrigation
Perform oro/nasopharyngeal suctioning
Perform tracheal suctioning
Irrigate wounds
Insert urinary catheter
Perform intermittent and continuous bladder irrigation's
Perform gastric lavage
Maintain nasogastric tube
Discontinue nasogastric tube
Perform tracheostomy care
Perform decuitus care
Perform eye irrigation
Perform ear irrigation
Maintain airways
Initiate intravenous (IV) infusions

Competency: Assist with surgical procedures

Competency Builders:

Complete surgical scrub
Don sterile gloves, mask/faceshield, and gown
Prepare examination room(s)
Identify instruments for correct tray setup
Set-up trays and equipment
Prepare patient for examination
Assist with examination
Carry out physician's orders
Prepare skin and drape patient for minor surgery
Assist with insertion and removal of sutures and staples
Remove contaminated dressing
Apply sterile dressing
Check procedure documentation
Clean examination room after procedure
Follow-up patient needs

Competency: Assist with therapeutic measures

Competency Builders:

Give enema
Insert rectal tube
Irrigate colostomy
Apply cold compress
Administer hot soak
Apply heat lamp
Apply warm compress
Apply aquamatic pad
Apply ice bag
Assist with dressing change
Apply clean dressing
Apply elastic bandage
Apply binder
Given vaginal douche
Apply topical ointment
Insert suppository
Apply antiembolism elastic stockings

Unit: Advanced Nursing Concepts

Competency: Demonstrate knowledge of the physical and emotional needs of patients and their families with complex disorders of the cardiovascular system

Competency Builders:

State the psychophysiologic principles for assessing and treating persons with complex disorders of the cardiovascular system (e.g., myocardial, infarction, shock, CV surgery, pacemakers, pericarditis, hypertensive crises)

Identify populations at risk for developing these disorders

Identify drugs commonly used in treating complex cardiovascular disorders and their side effects

Apply nursing process to patients experiencing complex disorders of the cardiovascular system

Develop a teaching plan to aid the patient/family in understanding the pathology, diagnostic tests and change of lifestyle associated with complex disorders of the cardiovascular system

Identify the psychosocial implications of complex cardiovascular dysfunction

Explain the underlying physiological principles of hemodynamic monitoring techniques used in the care of the critically ill cardiovascular patient

Contrast clinical signs associated with different types and degrees of shock

Formulate appropriate pre-and post-operative nursing care for patients having cardiac or cardiovascular surgery

Describe the therapeutic implications for temporary and permanent cardiac pacing (including nursing management), emphasizing the prevention of potential complications

Competency: Demonstrate knowledge of the physical and emotional needs of patients and their families with complex disorders of the renal system

Competency Builders:

Identify patients at risk for developing metabolic, fluid, and electrolyte imbalances
Identify clinical signs/symptoms and underlying pathophysiology of complex disorders of the renal system
Correlate clinical assessment data and laboratory findings into specific acid/base and fluid/electrolyte disturbances
Describe a detailed plan of care from both preventive and acute care perspectives
Explain interventions for the acute, chronic and education needs of patients/families with complex disorders of the renal system
Describe common medications used for complex disorders of the renal system and nursing implications of each
Contrast clinical indications, modes of action, potential complications, and nursing management of patients undergoing peritoneal dialysis and hemodyalisis

Competency: Demonstrate knowledge of the physical and emotional needs of patients and their families with complex disorders of the endocrine system

Competency Builders:

Identify diagnostic procedures used in the assessment of complex disorders of the endocrine system
Evaluate the influence of complex endocrine disorders on other body systems
Formulate nursing process for high acuity patients experiencing complete endocrine disorders
Contrast the pathophysiologic effects of hormone hypersecretion and hyposecretion
Describe nursing implications for laboratory and diagnostic procedures used to evaluate complex endocrine disorders
Describe the psychological implications of changes in body image and lifestyle necessitated by complex endocrine disorders

Competency: Demonstrate knowledge of the physical and emotional needs of patients and their families with complex disorders of the neurological system

Competency Builders:

Describe the pathophysiological basis for signs and systems noted in complex disorders of the neurological system
Identify the profound physical, psychological, social and sexual adjustments faced by persons who experience these disorders
Apply nursing process to patients/families with complex disorders of the neurological system, in both acute and rehabilitative settings
Utilize the neurologic examination with a patient in an altered state of consciousness
Evaluate fluid and electrolyte imbalances commonly seen in complex neurological dysfunction
Plan nursing care appropriate for neurological diagnostic tests and treatment modalities, including specialized pre-and post-operative needs
Describe the treatment modalities used in the management of complex neurological disorders including the care of the other body systems

Competency: Demonstrate knowledge of the physical and emotional needs of patients and their families with multisystem disorders across the lifespan

Competency Builders:

Utilize pertinent nursing assessments on patients in emergency and multisystem disorders across the lifespan
Prioritize the nursing management of patients experiencing emergency and multisystem disorders
Explain treatment modalities in emergency and multisystem disorders
Apply nursing process for patients/families experiencing physical and/or psychosocial stress in these situations
Evaluate nursing management of problems arising from the effects of multisystem and emergency disorders
Identify causes of multisystem and emergency disorders
Estimate the severity of burns
Evaluate the nursing role in prevention, acute management, or rehabilitative management of patients experiencing multisystem or emergency disorders

Unit: Medication Use

Competency: Maintain supply of medicatons

Competency Builders:

Check inventory stock
Contact supplier
Rotate stock
Store medications properly
Prepare expired medicatons for disposal
Dispose of medications properly (e.g., comply with government regulations)

Competency: Calculate dosage according to physician's orders

Competency Builders:

Verify accuracy of medical orders
Use appropriate references for fact-finding and comparisons
Transcribe medication order
Calculate dosage (e.g., oral, parenteral, sublingual, pediatric)
Calculate intravenous dosage and rate of flow

Competency: Identify methods of administering medications according to physician's orders

Competency Builders:

Identify patient
Verify patient allergies
Use reference materials
Verify accuracy of medical orders
Identify correct anatomical sites
Identify dosage forms (e.g., oral, injectable, sublingual, transdermal, inhalant, instillation, topical, rectal, vaginal, and injectable)

Competency: Evaluate response to medication

Competency Builders:

Identify possible adverse reactions to medication
Assess patient reaction to medication
Report untoward reactions to appropriate sources
Document patient response to medicaton